

wvOASIS Vendor Self Service

Registration Quick Start Guide

Release 3.9.0.2

July 14, 2020

Revision 2



ATTENTION

If you are applying for the WV CARES Act Small Business Grant Program, please read this.

Use Internet Explorer when accessing Vendor Self Service (VSS).

Everything in VSS is case sensitive.

EIN/TIN/ITIN/FEIN are your tax identification number.

If you are creating a new account, you only need to complete the fields with a red asterisk *. You do not need to complete disclosures, commodities, or service areas.

Please provide an accurate payment address in your account.

Grant applicants do **NOT** need to pay the \$125 registration fee. Grant applicants should choose the “Pay Fee Later” button to continue the enrollment process.

Your account status may say INACTIVE even if you have completed all the steps.

You should fax (304-558-9173) or email (vendoradmin@wv.gov) an updated W9.

Grant applicants will use your wvOASIS Vendor number to access grants.wv.gov to apply. Be sure to use the exact number including the zeros.

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**wwOASIS Vendor Self Service
Registration Quick Start Guide
Release 3.9.0.2**

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Overview

This guide has been developed to provide an overview of an account setup in the wvOASIS Vendor Self Service (VSS) application. You should follow this guide if:

You have an **existing** payee/vendor account with the State of West Virginia and wish to **activate your account on this website**. If you have more than one payee/vendor account and cannot activate your desired account, please contact the Help Desk.

OR

You are a **new** payee/vendor that is interested in conducting business with the State of West Virginia for the first time and need **to create a new payee/vendor account**.

Note: Please remember your user ID and password when you create them as you will need them to log back into the Advantage Vendor Self Service (VSS) application. Both the user ID and password are case sensitive.

Section 1: Look to See If a Payee/Vendor Account Exists in VSS

Step 1.1: Click the “Register” button to start the Vendor Registration process.

WV OASIS VSS

State of West Virginia | Business For West Virginia | Office of the Governor | State Treasurer's Office | State Auditor's Office

Welcome to State of West Virginia Vendor Self Service Portal

The West Virginia Vendor Self Service Portal allows you, as a payee/vendor, to manage your own account information, view your financial transactions and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor.

User ID

Password

Login

[Password Reset](#)

Click the Register button to register a new or existing account.

Register

Public Access

Announcements

[View All Announcements](#)

Contacts

Click on link below to view a list of primary procurement officers for West Virginia state agencies (opens in a new window).

[Department Contacts](#)

Forms

Click on a form below to either save it to your desktop or open it in Adobe.


[VSS Registration Quick Start Guide](#)

[Access forms](#)

Click here to initiate process.

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Step 1.2: Carefully read the “Memorandum of Agreement” and then click on the “Accept Terms” button if you agree with the terms.



Welcome, New

[View Frequently](#)

Memorandum of Agreement

[Privacy Report](#)

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with VSS. If you choose not to accept these terms you will be returned to the Home Page for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: i) register the Vendor; ii) file, on behalf of the Vendor, all of the information requested in this registration process; and iii) enter into this Agreement on behalf of the Vendor.

By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality, or other means as determined by the State of West Virginia, to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the timeliness, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality.
3. In the event that the vendor is applying for certification as a small, women-, or minority-owned business, the vendors signature below further certifies that:
 - a. The state in which the vendor has its headquarters or principal place of business does not deny a like certification to a West Virginia based small, women-, or minority-owned business;
 - b. It has read and understands the law and rules governing certification as a small, women-, or minority-owned business, and certifies that the vendor qualifies for the requested certification.
4. Privacy Notice: The State of West Virginia is required to collect certain information as stated in West Virginia Code §5A-3-12 and other applicable sections of the West Virginia Code. Unless specifically protected under state or federal law, any information provided may be inspected by or disclosed to the public.
5. Vendor understands that the notices, documentation, and other information contained in VSS do not represent a binding contractual Agreement.

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor.

Step 1.3: The Registration Tips page lists the information that you should have available before beginning a new registration. You can click on the “Next” button to continue.

Registration Tips

If you want to register for a Small Business Grant click [here](#). Otherwise see below.

If you are a vendor who wants to conduct business with the State please see the below.

Already registered? Click [here](#) to login. Otherwise, click Next to continue.

[Back](#) [Next](#)

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- D-U-N-S® Number
 - A free number issued by Dun & Bradstreet for each business location
 - To determine whether your facility has a D-U-N-S® Number already or you need to obtain one, please use the [D&B Update](#) service.
 - Call toll free at 800-424-2495 to obtain/verify your number
 - Indicate that you are doing business with a Government entity (State of West Virginia)
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- Descriptions of your products and services (for example, [commodity codes](#))

Note: Only businesses applying to the West Virginia CARES Act Small Business Grant Program must submit answers to the questions below.

West Virginia CARES Act Small Business Grant Program

[help & advice](#)

If you are ineligible for any reason you will be immediately logged out and must restart the registration process.

1. Has the business been negatively impacted by the COVID-19 public health emergency? You must respond Yes to be eligible for a small business grant.

☐ Yes ☐ No

2. Is the business a nonprofit? You must respond No to be eligible for a small business grant.

☐ Yes ☐ No

3. Is the business a government? You must respond No to be eligible for a small business grant.

☐ Yes ☐ No

4. Is the business's principle place of business West Virginia, and has it been operating since March 1, 2020 or earlier? You must respond Yes to be eligible for a small business grant.

☐ Yes ☐ No

5. Is the business qualified to do business in West Virginia and in good standing with the State Tax Department and WorkForce West Virginia? You must respond Yes to be eligible for a small business grant.

☐ Yes ☐ No

6. Is the business currently in violation of any state order or decree (e.g., mine safety, DEP citations, etc.)? You must respond No to be eligible for a small business grant.

☐ Yes ☐ No

7. Is the business or any owner of the business presently suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in any federal grant program, or is the business or any owner of the business presently a debtor in any pending bankruptcy? You must respond No to be eligible for a small business grant.

☐ Yes ☐ No

8. Does the business have employees who are not also owners/members/shareholders/etc. of the business? You must respond Yes to be eligible for a small business grant.

☐ Yes ☐ No

9. Did the business employ between 1 and 35 full-time employees on March 1, 2020, including employees of any affiliated businesses as defined by the US Small Business Association? You must respond Yes to be eligible for a small business grant.

☐ Yes ☐ No

[Submit](#)

Step 1.4: This search page helps you determine if you have an existing vendor account. To initiate the search process, you can choose to search by Company or by Individual depending on your type of business. The distinction between these two is that an Individual's Taxpayer Identification Number is his/her Social Security Number (SSN) or alternative identifier whereas a Company's Taxpayer Identification is generally their Federal Employer Identification Number (FEIN). Enter the pertinent information in either the Company Search or Individual Search section and then click on the corresponding Search button.

WV OASIS VSS

State of West Virginia | Business For West Virginia | Office of the Governor | State Treasurer's Office | State Auditor's Office

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number: OR Legal Business Name:

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name Last: AND Last 4 digits of SSN:

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Based on the search results:

- If your account has been found, please continue to steps in Section 2 below.
- If your account has NOT been found and you believe you have an existing account, please try again, and read the hints displayed on the page above regarding the use of wildcards to help in your search. If you still cannot find your account, then please contact the Help Desk for assistance.
- If your account has NOT been found and you are a new vendor that is interested in conducting business with the State of West Virginia, please skip Section 2 below, and proceed directly to Section 3.

Section 2: An Existing Account HAS BEEN FOUND in VSS

In the examples below, an **EXISTING ACCOUNT** has been found:

Example 1: A company account is found



Welcome, New

[View Frequently Asked Questions](#)

State of West Virginia

Business For West Virginia

Office of the Governor

State Treasurer's Office

State Auditor's Office

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account/Results Found

Cancel Registration

Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number

126666666

OR

Legal Business Name

Search

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name

Last

Cochrane

AND

Last 4 digits of SSN

Search

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
VS0000000051	Acme	Acme	Yes
			Contact your Administrator
			Add Business Location
VS0000000052	Acme	Acme	In Process
			Click to Continue Registration

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

New Registration

Cancel Registration

Back

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Example 2: An individual account is found

The screenshot shows the 'Search for an Existing Account/Results Found' page. It includes a header with navigation links for the State of West Virginia, Business For West Virginia, Office of the Governor, State Treasurer's Office, and State Auditor's Office. A sidebar on the left contains a 'Welcome, New' message and links to 'View Frequently Asked Questions'. The main content area has a 'Company Search' section with fields for 'Taxpayer Identification Number' and 'Legal Business Name', and an 'Individual Search' section with fields for 'Last Name' and 'Last 4 digits of SSN'. Below the search sections, a table displays the search results for a vendor named 'Zefram Cochrane'. The table has columns for 'Vendor Number', 'Legal Business Name', 'Alias/DBA Name', and 'Activated?'. The results show 'VS0000036' for the vendor number, 'Zefram Cochrane' for the legal business name, and 'Yes' for the activated status. Below the table, there are links to 'Contact your Administrator' and 'Add Business Location'. A section titled 'Has your account been found and listed above?' provides instructions for different scenarios: 'Yes, but it is already registered' (click 'Contact your Administrator'), 'Yes, but it is not yet registered' (click 'Click here to activate your account'), 'Yes, but not my business location' (click 'Add Business Location'), 'Yes, but the registration is already in progress' (click 'Click to continue registration'), and 'No, register now.' (click 'New Registration'). At the bottom, there is a section for 'Additional Resources & Information' with a list of instructions.

Search for an Existing Account/Results Found

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Name Last AND Last 4 digits of SSN

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?
VS0000036	Zefram Cochrane		Yes

[Contact your Administrator](#)
[Add Business Location](#)

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account.

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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When an existing account is found, you will be presented with one of the links described below. Select the link that best addresses your needs. Most likely, you will select the link described in Step 2.3 below.

Step 2.1: "Contact your Administrator" link

- Explanation – A vendor administrator has already been established for this account.
- Action – Click on this link to display the vendor administrator contact information. Contact this administrator for assistance with accessing this account.

Step 2.2: "Click to Continue Activation" link

- Explanation – A user is in the process of creating an account but has not completed the registration. He/she can return at a later date to complete the process.
- Action – Click on this link to continue with the registration if you are the user that started the registration. Otherwise, contact the Help Desk for assistance.

Step 2.3: “Click here to activate your account” link

- Explanation – The company has done business previously with the State of West Virginia, but has not yet established an account in VSS. Click on the link to create a user ID for this account.
- Action – Click on this link to create a user ID for the account.

Step 2.3.1: The Account Verification page will prompt you to enter information to authenticate you as a valid user for this account. Enter the requested information and click the “Next” button to continue.

Note: Migrated vendor accounts have been assigned a *Vendor Verification Password*. Enter your Vendor Verification Password in the space provided. If you do not know your Vendor Verification Password, please call the WVOASIS HelpDesk at 304-558-6708 or toll free at 855-666-8823, Monday-Friday 7:00 AM to 5:00 PM.

Account Verification.

Migrated vendor accounts have been assigned a Vendor Verification Password. Enter your Vendor Verification Password in the field below. If you do not know your Vendor Verification Password, please call the WVOASIS HelpDesk toll free at 855-666-8823.

Vendor Verification Password :

Headquarters :

Account Administrator

Passwords are set by your Account Administrator. If you don't know the password, see the contact information below.

Principal Contact :

Email :

Phone :

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for error, if there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the frequently Asked Question accessible from the left hand navigation bar.

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Step 2.3.2: Once your information has been verified by the system you will see the “My User Information” page. Complete all of the fields indicated with a red asterisk and click on the “Next” button to continue.

Note: Please remember your user ID and password in order to log into the VSS application again.

My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive): bond007
(User ID should be between 2 and 16 characters in length)

*First Name: James

*Last Name: Bond

*Email: james.bond@gmail.com

*Re-enter Email: james.bond@gmail.com

*Phone: 304-524-8843 Ext.:
XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Password

*Password (case sensitive): (Passwords should be between 2 and 16 characters in length)

*Re-enter Password:

*Security Question: Where were you born?

*Security Answer (case sensitive):

*Re-enter Security Answer:

* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration Back Next

Step 2.3.3: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent your email address.

Verify & Submit Registration

Click the 'Submit Registration' button to complete your registration. You may review your registration prior to submitting it by clicking on the 'Back' button or navigating through the registration pages on the left menu.


Submit Registration

Additional Resources & Information:


- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Cancel Registration Back

Step 2.3.4: Review the information on the “Thank You” page and then click the “Send Email and Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.



[State of West Virginia](#)
[Business For West Virginia](#)
[Office of the Governor](#)
[State Treasurer's Office](#)



Thank You!

Click on button below to send email and close browser

1. Open the email
2. Click the link provided in the email

Cannot click the link in the email?

1. Copy the link from the email
2. Paste it into your browser

Have not received a Verification Email?

1. Login to VSS as an Activated User using your User ID and Password
2. Correct your email address and click Next
3. Click Next again to verify your email address

Send Email and Close Browser

Step 2.3.5: Open your email and click on the link provided to continue with your registration.

ADVMAIL: VERIFY YOUR ADVANTAGE VENDOR SELF SERVICE (VSS) EMAIL ADDRESS
Inbox | X

★ Host@advantage.com to me
show details 1:37 PM (2 minutes ago) Reply

Mark Collins:

By clicking the link below, you are verifying the email address that you have created for your ADVANTAGE Vendor Self Service (VSS) user information. This email address will be used as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

<http://winadv62.ams.com/webapp/av39ow1/AltSelfService?EmailToken=00882111553529074322>

Click to continue with the activation process.

Thank You.

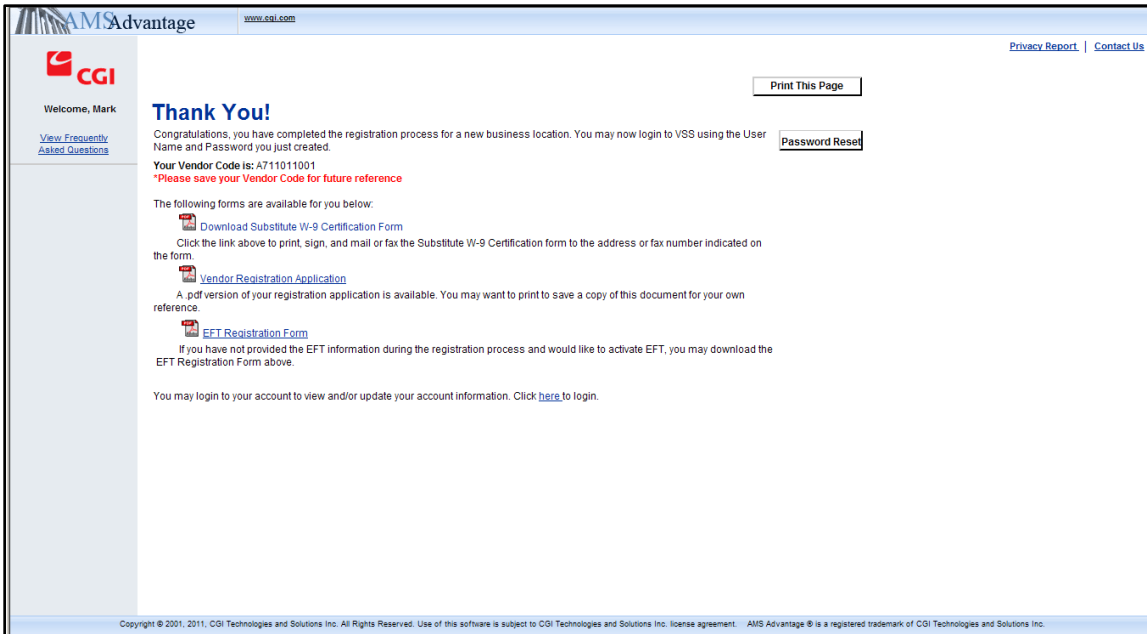
Step 2.3.6: After you click on the link, you will be transitioned to a VSS login page. Enter the user ID and password that you created earlier and click “Login”. Remember that both the user ID and password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.

Step 2.3.7: Click on the “Submit Registration” button to complete your registration.

Note: After you complete your registration, you will be able to log in to your account to review and update the information that is on file for your account, if needed.

Next you will see the “Thank You” page, which indicates that you have finished the registration process.



You have now completed the registration application and may log in to VSS using your user ID and password (via the web site: **www.wvoasis.gov**). Please note that your user ID and password are both case sensitive.

Note: You can skip the rest of this Quick Start Guide since you have completed the registration application.

Section 3: Your Account HAS NOT BEEN FOUND

This section is a continuation from Section 1.

In the example below, no existing account has been found. You can click on the “New Registration” button to create a new vendor account.

WV OASIS VSS State of West Virginia Business For West Virginia Office of the Governor State Treasurer's Office State Auditor's Office

[Privacy Report](#) | [Contact Us](#)

Search for an Existing Account/Results Not Found [Cancel Registration](#) [Back](#)

Welcome, New [View Frequently Asked Questions](#)

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

[Search](#)

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

[Search](#)

No results have been found for your account. Please perform further research or select the New Registration button to create a new account.

[New Registration](#) [Cancel Registration](#) [Back](#)


Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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Step 3.1: Complete all the fields indicated with an asterisk and click on the “Next” button to continue.

Note: Please remember your user ID and password in order to log in to VSS again.



Welcome, New

[View Frequently Asked Questions](#)

☐ User Information

☐ Verify and Submit Registration

My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

[Privacy Report](#) | [Contact Us](#)

General Information

*User ID (case sensitive): (User ID should be between 2 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:

XXX-XXX-XXXX

Fax:

XXX-XXX-XXXX

Password

*Password (case sensitive): (Passwords should be between 2 and 16 characters in length)

*Re-enter Password:

*Security Question:

*Security Answer (case sensitive):

*Re-enter Security Answer:

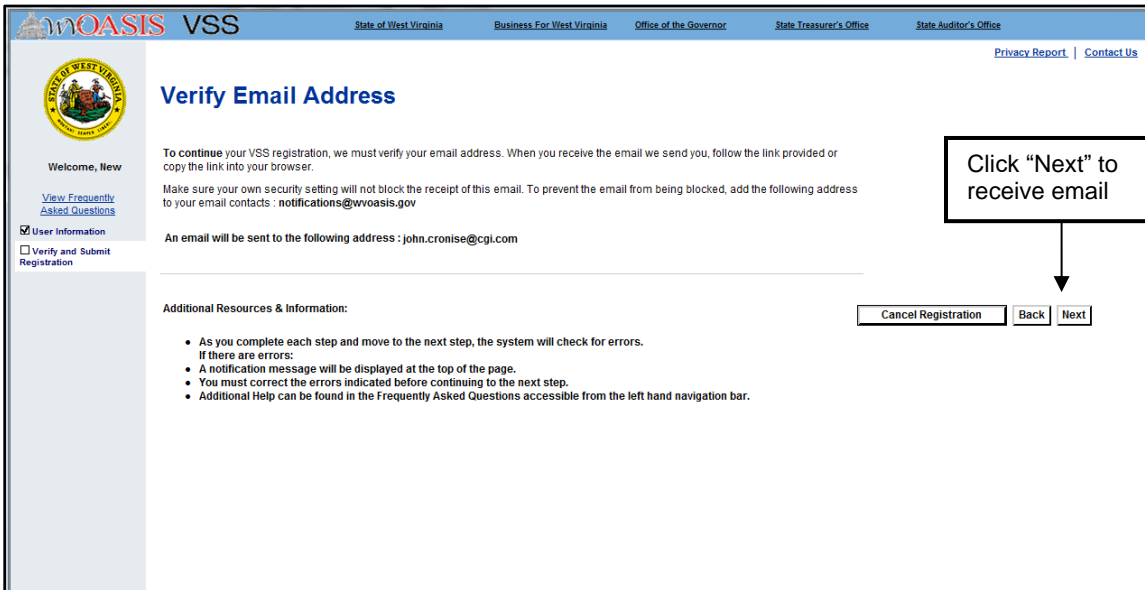
* Indicates a required field

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

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Step 3.2: You will be prompted to verify the email address that you entered on the previous page. Confirm that your email address is correct and then click the “Next” button to continue. A confirmation email will then be sent to your email address. **NOTE: You must click the “Next” and then the “Send Email and Close Browser” button to receive the email.**



WV OASIS VSS

State of West Virginia | Business For West Virginia | Office of the Governor | State Treasurer's Office | State Auditor's Office

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Verify Email Address

Welcome, New

[View Frequently Asked Questions](#)

☒ User Information

☐ Verify and Submit Registration

To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: notifications@wvoasis.gov

An email will be sent to the following address: john.cronise@cgi.com

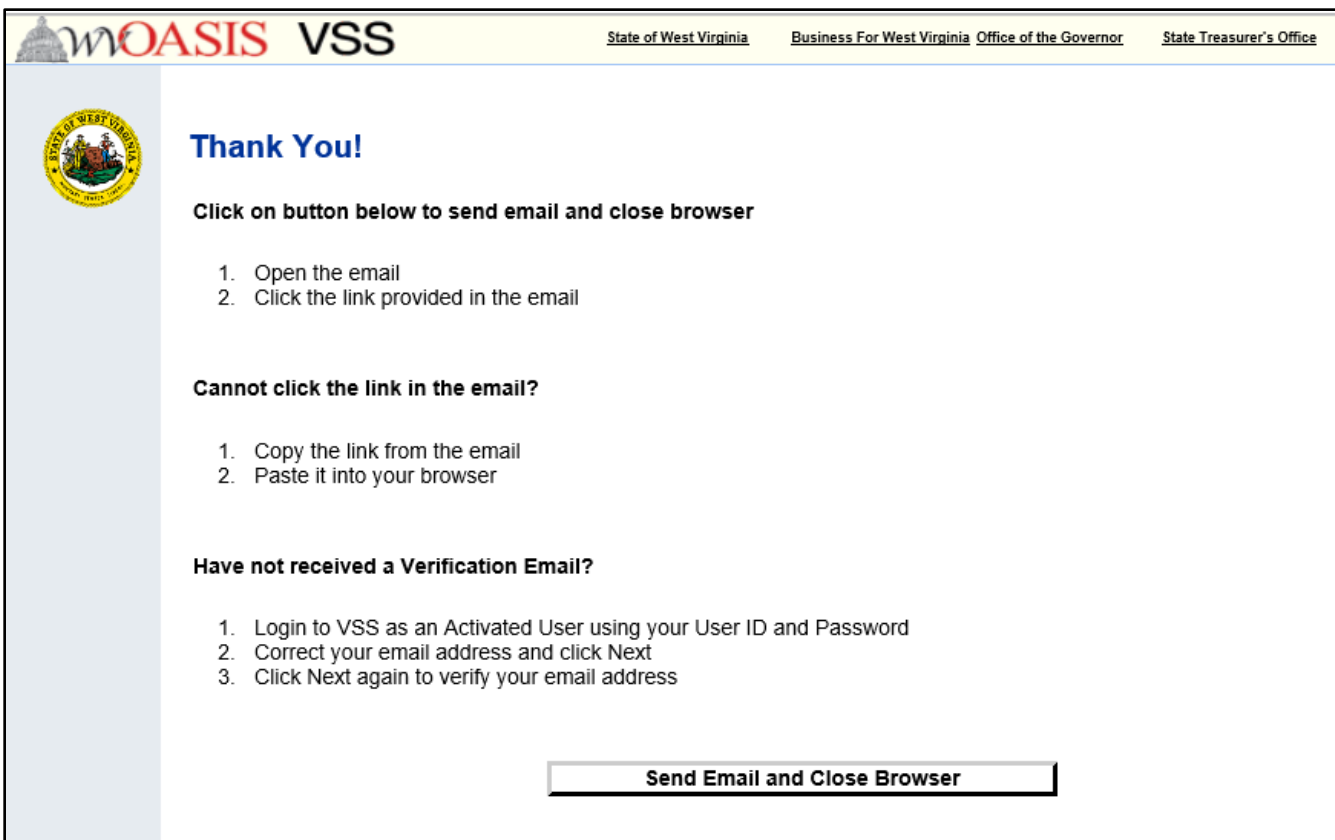
Click “Next” to receive email

[Cancel Registration](#) [Back](#) [Next](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A notification message will be displayed at the top of the page.
 - You must correct the errors indicated before continuing to the next step.
 - Additional Help can be found in the Frequently Asked Questions accessible from the left hand navigation bar.

Step 3.3: Review the information on the “Thank You” page and then click the “Send Email and Close Browser” button to exit from the VSS application. You will receive an email from VSS to continue with your registration.



WV OASIS VSS

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Thank You!

Click on button below to send email and close browser

- Open the email
- Click the link provided in the email

Cannot click the link in the email?

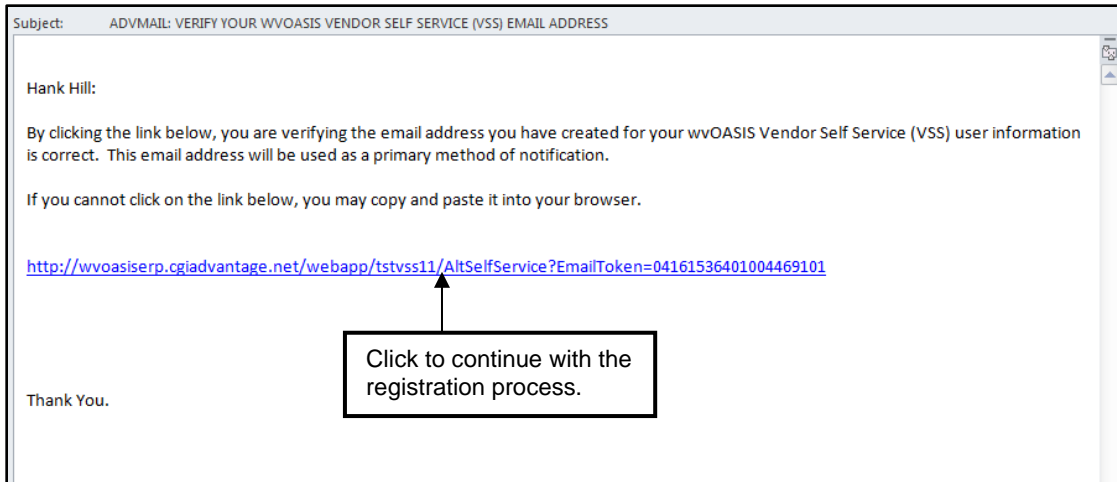
- Copy the link from the email
- Paste it into your browser

Have not received a Verification Email?

- Login to VSS as an Activated User using your User ID and Password
- Correct your email address and click Next
- Click Next again to verify your email address

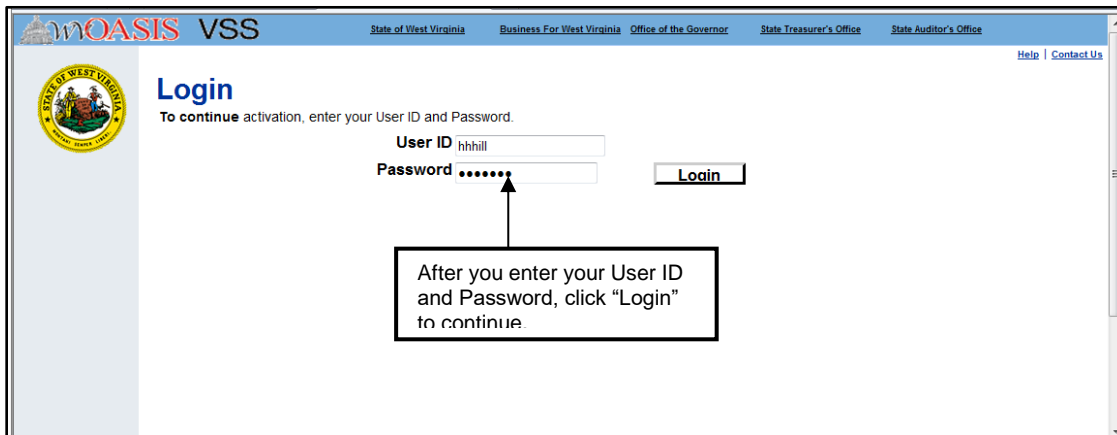
Send Email and Close Browser

Step 3.4: Open your email and click on the link provided to continue with the registration process.



Step 3.5: After you click on the link you will be transitioned to a VSS log in page. Enter the user ID and password that you created earlier and click "Login." Remember that both the user ID and password are case sensitive.

Note: Do not bookmark this page. You will be logging in from the VSS home page once your registration is complete.



NOTE: WHEN REGISTERING, YOU NEED TO COMPLETE ALL FIELDS WITH A RED ASTERISK*.

Step 3.6: Select the TIN Type for your account and then select the Classification that applies to your business or individual account. Click “Next” to continue.

Note: If you select the first TIN Type option be sure to select whether you have a SSN, ITIN, or ATIN.

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Privacy Report | Contact Us

Save and Close | Cancel Registration | Next

Add Business Location - New Account Registration

Welcome, Hank

- ☐ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Please choose one of the following options to describe how you plan on doing business and select the Next button to continue.

TIN Type

☐ I will use a Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or Adoptive Identification Number (ATIN).

Please select one of the following : SSN ☐ ITIN ☐ ATIN ☐

☒ I will use my entity's Employee Identification Number (EIN).

☐ I do not have any of the above forms of Taxpayer identification.

AND

Classification: Select the Classification that applies.

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Privacy Report | Contact Us

Save and Close | Cancel Registration | Next

Add Business Location - New Account Registration

Welcome, David

- ☐ New Account Info.
- ☐ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Classification

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Trust
<input type="radio"/>	Government
<input type="radio"/>	Non-Profit
<input type="radio"/>	Employee
<input type="radio"/>	Estate
<input type="radio"/>	Board Member
<input type="radio"/>	Medical Corporation
<input type="radio"/>	Attorney Corporation
<input type="radio"/>	Payroll
<input type="radio"/>	PCard

Hint: Use the Frequently Asked Questions to obtain a definition of the classifications.

If you have any issues with how you should answer any of these questions, click the “Submit Question” button at the bottom of the page. After you submit your question, click “Save and Close” to exit the application. VSS will save the information that you already entered and will remember your progress. Once you receive an answer to your question you can log back in, and VSS will return you to the place where you left off.

Step 3.8: You entered your legal address in the previous step. In this step, the system will ask you questions regarding four additional types of addresses. VSS collects an address for administrative correspondence, an address for ordering from you, an address for sending payments to you, and an optional address for billing you if you owe fees or other payments. You can choose to specify the same address or different addresses for each of these four address types.

The screenshot shows the 'Add Business Location - Address Information Questionnaire' on the WV OASIS VSS website. The page includes a header with navigation links for the State of West Virginia, Business For West Virginia, Office of the Governor, State Treasurer's Office, and State Auditor's Office. A left sidebar contains a 'Welcome, Hank' message and a list of navigation items: 'New Account Info.', 'My Business Info.', 'Addresses & Contacts', 'Additional Business Information', and 'Registration Summary'. The main content area is titled 'Add Business Location - Address Information Questionnaire' and contains a 'Legal Address Information' section with fields for Address, City, State, and Zip/Postal Code. Below this is the 'Address Questions' section, which contains three questions labeled A, B, and C. Question A asks if the legal address should be used for any other type of address. Question B asks if the address information is the same for Administrative, Ordering, Payment, and Billing addresses. Question C asks if the user has the same contact for all address types. Each question has radio button options for 'No' and 'Yes'. A callout box with an arrow points to the 'Yes' option for Question A, stating: 'Answer these questions as applicable. Then click "Next" to continue. Additional information for each question is provided below.' At the bottom of the form, there are 'Save and Close', 'Cancel Registration', 'Back', and 'Next' buttons. A footer section titled 'Additional Resources & Information' provides instructions on how to handle errors and where to find help.

Legal Address Information

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

Address : 1521 Landry Hwy
City : Arlan
State : TX
Zip/Postal Code : 43501

Address Questions

A Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)? :

☐ No
☒ Yes

B Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :

☐ No
☒ Yes

C Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

☐ No
☒ Yes

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

The three address questions above are labeled A, B, and C in this example. Here is a short explanation for each question.

A: If your Legal Address is the same address as any one of the additional four address types (Administrative, Ordering, Payment, and Billing) then choose "Yes" on A. Otherwise, choose "No."

B: Regardless if you choose "Yes" or "No" on A above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose "Yes" on B. Otherwise, choose "No."

C: If you want a single contact person for all four address types, choose "Yes" on C. Otherwise, choose "No."

Step 3.9: The “Additional Business Information” page allows you to enter additional optional information about your company.

Commodities section: Click the “Add” button in this section to search for and select commodities that match the goods and services that your company is able to provide. Once you complete your selections, click “OK” to save your selections.

NOTE: THIS IS NOT NEEDED IF YOU ARE APPLYING FOR A GRANT.

Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Click the “Add” button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	
39112603	Kerosene or propane or natural gas or butane lantern	Delete
15111501	Propane	Delete
48101527	Barbecues	Delete
48101500	Cooking and warming equipment	Delete
23181703	Cooking machinery	Delete

First Prev Next Last

Business Types

Click the “Add” button to identify the appropriate business types for your organization. This information is optional.

Business Type section: Click the “Add” button to search for and select business types that pertain to your business. Again, the user will select the appropriate entries and then click “OK” to save the selections. If you select the SWAM Business Type, then you also need to specify a value in the SWAM Type field. The Purchasing Division will populate the Certification Start Date and Certification End Date fields after verifying your SWAM type. The Status field is set to *Requested* until the certification has been verified.

Business Types

Click the “Add” button to identify the appropriate business types for your organization. This information is optional.

West Virginia Code §5A-3-59 establishes a procurement certification program in West Virginia for small, women-, and minority-owned businesses. Requirement related to the certification program are provided in West Virginia Code of State Rules §148-2-1 et seq. Note that this certification program provides non resident vendors preference that is equivalent to competing resident (West Virginia) vendors that have applied for resident vendor preference. In accordance with West Virginia Code §5A-3-37, This certification may assist resident small, women-, and minority-owned businesses when soliciting business in other states.

To apply for the certification, click Add Items and select Business Type ID of “SWAM”.

Add

Business Type ID	Business Type	SWAM Type	Certification Number	Certification Start Date	Certification End Date	
SWAM	Small, Women and Minority Ownr	Women-owned Business				Delete

First Prev Next Last

Service Areas

Service Areas Section: Click the “Add” button in this section to search for and select the specific geographic areas that your business is able to service. Click “OK” after selecting your areas in order to save your selections. **NOTE: THIS IS NOT NEEDED IF YOU ARE APPLYING FOR A GRANT.**

Disclosures Section: Click the “Add” button in this section to add Disclosure information for your business as required by *West Virginia Code §5A-3-12*. **NOTE: THIS IS NOT NEEDED IF YOU ARE APPLYING FOR A GRANT.**

Disclosure

West Virginia Code §5A-3-12 requires the Purchasing Division to collect the name, title, city and state of residence of all owners/officers. Please click the "Add" button to add Disclosure information as follows:

If Discloser Type is Bank Info, please provide the Name, City, State and Phone Number for adding Bank Reference and select Discloser Type as 'Bank Info'.

If Discloser Type is Owners/Officers Info, please provide the Name, Title, City and State of Residence for adding Vendor's Owners/Officers information and select Discloser Type as Owners/Officers Info'.

-If the vendor is an individual, the name, city and state of residence is required, and, if the vendor has associates or partners sharing in the business, their names, cities and states of residences is also required.

-If the vendor is a firm, the name, city and state of residence of each member, partner or associate of the firm is required.

- If the vendor is a corporation created under the laws of West Virginia state or authorized to do business in West Virginia state, the names and city and state of residence of the president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof.

Add

Disclosure Type	Name	Position	City	State/Province	Phone
-----------------	------	----------	------	----------------	-------

Select the **Disclosure Type** and then select **OK**.

Disclosures Types

Select one or more Disclosure Types to associate to your organization by clicking the checkbox next to the Disclosure Types you want to add. To search for a specific Disclosure Types, enter in a valid Disclosure Types in the Disclosure Types search field and click the "Browse" button. Once your Disclosure Types have been selected, click the "OK" button. Click the "Cancel" button to cancel your changes and return to the Disclosure Types page.

[Browse](#)
[Clear](#)

Disclosure Type :

Disclosure Type

☐ Bank Info
 ☐ Owners/Officers Info

[First](#)
[Prev](#)
[Next](#)
[Last](#)


- If **Disclosure Type** is *Bank Reference Info*, please provide the Name, City, State and Phone Number for the bank.
- If **Disclosure Type** is *Owners/Officers Info*, please provide the Name, Position, City and State of Residence and the Phone Number for the owner/officer.
- If the vendor is an individual, his or her name and city and state of residence, and, if he or she has associates or partners sharing in his or her business, their names and city and state of residence are also required.
- If the vendor is a firm, the name and city and state of residence of each member, partner or associate of the firm is required.

If the vendor is a corporation created under the laws of West Virginia or authorized to do business in West Virginia, the names and city and state of residence of the president, vice president, secretary, treasurer and general manager, if any, of the corporation; and the names and city and state of residence of each stockholder of the corporation owning or holding at least ten percent of the capital stock thereof are required.

Disclosure Type	Name	Position	City	State/Province	Phone
Owners/Officers Info	John Collins	Owner/CEO	Oklahoma City	Oklahoma	405-444-1416


Click "Next" at the bottom of the Additional Business Information page after you have selected your commodities, business types and/or service areas and have entered the required Disclosure information.

After you have completed the various sections, you will see the "Registration Summary" page. This page displays all of the information that you have entered thus far for your review.



[State of West Virginia](#)
[Business For West Virginia](#)
[Office of the Governor](#)
[State Treasurer's Office](#)
[State Auditor's Office](#)

[Privacy Report](#)
[Contact Us](#)



Welcome, Hank

- ☒ New Account Info.
- ☒ My Business Info.
- ☒ Addresses & Contacts
- ☒ Additional Business Information
- ☐ Registration Summary

Registration Summary

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Location Verification

Verify My Locations by : No Password Required

Vendor Verification Based on : NO VENDOR VERIFICATION
PASSWORD REQUIRED FOR VERIFICATION. Please verify that this is the headquarter which you are part of and hit the submit button.

[Update Information](#)

Organization Information

Organization Type : Company	Foreign Tax ID :
1099 Classification : Corporation	W-9 Form :
Location Name : Main Office	Ordering DUNS : 471101271
Location Web Address :	Internet Catalog :
Number of Employees : < 50	Preferred Ordering Method : Electronic
Annual Income : 1 - 2 million	Pcard Acceptance Level :

[Update Information](#)

Legal Name Information

Legal Name : Stricklan Propane	First Name :	Name on Check : Legal Name
Business Name (Alias/ DBA) : Stricklan Propane	Middle Name :	
Name Control : STR	Last Name :	

[Update Information](#)

1099 TIN Information

Taxpayer ID 471101271	Detailed TIN Type :
Number :	1099 Reportable : Yes
Taxpayer ID Number EIN	
Type :	

[Update Information](#)

Legal (1099) Address Information

Street 1 : 1521 Landry Hwy	State/Province : Texas
City : Arlan	Zip/Postal Code : 43501

[Update Information](#)

EFT Information

ABA Number :	Account Number :
Bank Name :	Routing ID Number :
Account Type :	Remittance Advice Transmission Mode :

[Update Information](#)

Discount Information

Number of Days 1 :	Discount Percent 1 :
Number of Days 2 :	Discount Percent 2 :
Number of Days 3 :	Discount Percent 3 :
Number of Days 4 :	Discount Percent 4 :

[Update Information](#)

Administrative Address

Address Information

Street 1 : 1521 Landry Hwy	Country : United States
Street 2 :	County : TX009
City : Arlan	Phone : 341-501-7421
State/Province : Texas	Phone Extension :
Zip/Postal Code : 43501	Additional Address Info :
Division/Department : Sales Office	

Contact Information

Principal Contact : Hank Hill	Fax Extension :
Phone : 341-501-7421	Alternate Fax :
Phone Extension :	Alternate Fax Extension :
Alternate Phone : 341-501-9234	Email : orders@stricklanpropane.com
Alternate Phone Extension :	Correspondence Email Type :
Fax : 341-501-9255	English Spoken : Yes

[Update Information](#)

Ordering Address

Address Information

Street 1 : 1521 Landry Hwy	Country : United States
Street 2 :	County : TX009
City : Arlan	Phone : 341-501-7421
State/Province : Texas	Phone Extension :
Zip/Postal Code : 43501	Additional Address Info :
Division/Department : Sales Office	

Contact Information

Principal Contact : Hank Hill	Fax Extension :
Phone : 341-501-7421	Alternate Fax :
Phone Extension :	Alternate Fax Extension :
Alternate Phone : 341-501-9234	Email : orders@stricklanpropane.com
Alternate Phone Extension :	Correspondence Email Type :
Fax : 341-501-9255	English Spoken : Yes

[Update Information](#)

If you determine that any of your information is incorrect, you can click the “Update Information” link in the appropriate section to navigate back and correct your information.

- Enter a Pre-Registration Code, if you received one from an agency. Select the Submit button, which takes you to the “Final Steps” page.
- Choose to pay the fee online. The “Pay Fee Online” button transitions you to the State Treasury web site. After paying the registration fee online, you are transitioned to the “Final Steps” page.

- Choose to pay the fee later. The “Pay Fee Later” button transitions you to the “Final Steps” page. **Grant applicants should choose the “Pay Fee Later” button. No fee is required for grant applicants.**

Fee Details

Instructions:
Please enter the Pre-Registration Code, if applicable and select Submit or

Pre-Registration Code :

Click on the Pay Fees Online to navigate to the State's Treasury website to pay fees online or,

Click Pay Fees Later and follow the instructions.

The message on the “Final Steps” page will vary based on the choice you made on the “Fee Details” page.

- If you successfully paid your fee on the State Treasury web site, then the “Final Steps” page will look like this:


Final Steps!

Thank you for the payment. You have completed the registration application.

You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0000000238
Please save your Vendor Code for future reference


The following registration forms are available for you

 [Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.

 [EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

- If payment processing failed on the State Treasury web site, then the “Final Steps” page will look like this:

Final Steps!

Sorry, payment processing failed. Please pay the registration fee by accessing the link provided under Accounts Information - Summary- Registration Fee Details section.

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0000000238

Please save your Vendor Code for future reference

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.



[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

- If you selected the “Pay Fee Later” action on the “Fee Details” page, then the “Final Steps” page will look like this:

Final Steps!

You have selected to pay the registration fee later. No award will be made to you until the registration fee is paid in full. You can still participate in the competitive bid process and receive communication from the Purchasing Division.

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0000000238

Please save your Vendor Code for future reference

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

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[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

- If you entered a Pre-Registration Code on the “Fee Details” page, then the “Final Steps” page will look like this:

Final Steps!

Pre-Registration Code accepted successfully. You have completed the registration application.

[Print This Page](#)

[Password Reset](#)

You may now login to Vendor Self-Service using the User ID and Password you just created.

Your Vendor Code is: VS0000000238

Please save your Vendor Code for future reference

The following registration forms are available for you



[Download Substitute W-9 Certification Form](#)

Click the link above to print the Substitute W-9 Certification form. Sign the form and mail or fax it to the address or fax number indicated on the form.

[Vendor Registration Application](#)

A .pdf version of your registration application is available. You may want to print or save a copy of this document for your reference.



[EFT Registration Form](#)

If you have not provided EFT information during the registration process and would like to register for EFT payments, you may download the EFT Registration Form above.

You may login to your VSS account to view and/or update your account information. Click [here](#) to login.

You have now completed the registration application and can log in to VSS using your user ID and password (via the web site **www.wvoasis.gov**). Please note that your user ID and password are both case sensitive.